



**PROCEDURES FOR PURCHASING WIRELESS ANTENNAE,  
TRANSMISSION LINE AND RF CONDITIONING HARDWARE**

**PROJECT NO. 050R5800331, BPO NO. 050B6800040**

A) These procedures establish a uniform Statewide process for purchasing wireless antennae, transmission line and RF conditioning hardware Contract **effective March 1, 2006**. ADPICS will be utilized as the procurement component of a contract. Any questions should be directed to the DBM Contract Manager (CM) Dana Walker, Department of Budget & Management, Office of Information Technology, Strategic Planning Division, 45 Calvert Street, Annapolis, MD 21401, e-mail: [dwalker@dbm.state.md.us](mailto:dwalker@dbm.state.md.us), Phone: 410-260-6350, Fax: 410-974-5615.

**B) Sheet F-1: Antennas & Antenna Systems**

a. Mobile, Portable and Base Station Antennas

Mobile, Portable and Base Station antenna offering shall include, but not limited to, Base Station, Mobile Radio and Portable Radio antennas made by one or more of the following Manufacturers with a minimum discount off of List Price:

<b>Manufacturer's Brand</b>	<b>Discount Off List Price</b>
Andrew Corporation	15%
Larsen	35%
Maxrad, Inc	35%
RFS Cablewave	25%
Sinclair	15%

and operating in the following frequency bands:

- VHF-Lo
- VHF-Hi
- UHF
- 700/800 MHz



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**C) Sheet F-2: Microwave Antennas**

The microwave antenna offering shall include, but not limited to, High Performance, Standard performance, and Grid microwave antennas made by one of more of the following Manufacturers with a minimum discount off of List Price:

<b>Manufacturer's Brand</b>	<b>Discount Off List Price</b>
Andrew Corporation	15%
Radio Waves	15%
Maxrad, Inc	35%
RFS Cablewave	25%

operating in the following frequency bands:

- 0932 – 0960 MHz
- 2110 – 2200 MHz
- 2290 – 2500 MHz
- 5725 – 5850 MHz
- 5925 – 6875 MHz
- 10.7 – 11.7 GHz
- 17.7 – 19.7 GHz
- 21.8 – 23.6 GHz

**D) Sheet F-3: Microwave Antenna Radomes**

The microwave dish antenna radome offering shall include, but not limited to, conical fiberglass radomes, light blue or white in color, made by one or more of the following Manufacturers with a minimum discount off of List Price:

<b>Manufacturer's Brand</b>	<b>Discount Off List Price</b>
Andrew Corporation	15%
Radio Waves	15%

for the following solid parabolic microwave dish sizes:

- 2 ft. microwave dish antennas
- 4 ft. microwave dish antennas
- 6 ft. microwave dish antennas
- 8 ft. microwave dish antennas
- 10 ft. microwave dish antennas



**E) Sheet F-4: RF Optimization Supplies**

RF Optimization Equipment offering shall include, but not limited to, RF Optimization Equipment made by one or more of the following manufacturers with a minimum discount off of List Price:

<b>Manufacturer's Brand</b>	<b>Discount Off List Price</b>
RFS-Cablewave	25%
Telewave Inc	20%
Sinclair Technologies	15%

and offering shall include:

- Band Pass and Pass Reject Cavities
- Combiners, with manual and auto tune capability
- Co-location, pre-selector, receive and transmit Filters
- Receiver Multi-couplers
- Duplexers

**F) Sheet F-5: Transmission Line & Cable- Coaxial Cable and Transmission Line**

Coaxial Cable and Transmission line offering shall include, but not limited to, Foam and Air Dielectric coaxial cable of made by one or more of the following manufacturers with a minimum discount off of List Price:

<b>Manufacturer's Brand</b>	<b>Discount Off List Price</b>
Andrew Corporation	15%
Times Microwave	20%
RFS Cablewave	25%

and with the following size diameter:

- 1/4"
- 1/2"
- 7/8"
- 1-1/4"
- 1-5/8"

**G) Sheet F-6: Connectors for Transmission Line**

Coaxial Transmission Line Connector offering shall include, but not limited to, Foam and Air Dielectric transmission line connectors made by one or more of the following manufacturers with a minimum



discount off of List Price:

<b>Manufacturer's Brand</b>	<b>Discount Off List Price</b>
Andrew Corporation	15%
RFS Cablewave	25%
Times Microwave	20%

of the following type and/or sizes:

- ¼", ½", 7/8", 1-1/4" and 1-5/8"
- "N" Male and "N" Female
- UHF Male and UHF Female
- 7/16" DIN Male and 7/16" Female
- 7/8" EIA

#### **H) Sheet F-7: Microwave Wave-guide Connectors and Accessories**

Microwave wave-guide Connector offering shall include, but not limited to, wave-guide connectors made by one or more of the following manufacturers with a minimum discount off of List Price:

<b>Manufacturer's Brand</b>	<b>Discount Off List Price</b>
Andrew Corporation	15%
RFS-Cablewave	25%

and of the following type:

- EWP 63, Tunable, CPR and EW 63, Standard, CPR 137G
- EWP 90, Tunable, CPR and EW 90, Standard, CPR 90G
- EWP 180, Tunable, UG595/U and EW 180, Standard, UG 595/U
- EW 220, Fixed Tuned

#### **I) Sheet F-8: Dehydrator Systems**

Dehydrator Systems offering shall include, but not limited to, Pressurization Equipment made by one or more of the following manufacturers

<b>Manufacturer's Brand</b>	<b>Discount Off List Price</b>
Andrew Corporation	15%
RFS-Cablewave	25%

and offering shall include:



- Dehydrators
- Tubing
- Multi-port Manifolds
- Installation accessories

**J) Price Verification**

- Prices quoted by the contractor must be verified for each product by the agency requesting a quotation. Pricing for products in this contract are stated as a percentage of the Manufacturer's List Price. For example, if the List Price for an item is \$100.00 and the contract discount is 15%, the State Price would be \$100.00 multiplied by .15 equals \$15.00. Then subtract \$15.00 from \$100.00 to get \$85.00, which represents the State contract price. (\$85.00 is the minimum State Price, the discount may be greater) Agencies must print a copy of the List Price information from the manufacturer's website and/or direct from the manufacturer and maintain a copy in the agency's procurement file.

**K) Processing Requests Through ADPICS**

- Agencies must utilize State ADPICS releases using an agency direct purchase order. Agencies may use any document and document type combination.
  - The direct purchase order must a release against the DBM Blanket Purchase Order # 050B6800040 and the vendor is TESSCO, Inc., # 1521868893.
  - The agency should establish/confirm the agency necessary ADPICS initialing approval path to obtain all agency IT, Procurement, Fiscal, online approvals. (Note: this is your agency's internal approval path and should not include DBM or the BPW).
  - Select the commodity from PCHL2348, BPO detail screen, which should be BPO line # 001 commodity # 72536, Microware Equipment including security sensors.
  - Complete the PCHL2356, Purchase Order Additional Elements screen with the following coding on the additional element screens:
    - PROCUREMENT METHOD: R
    - CATEGORY OF WORK: R
    - AWARD AUTHORITY: DBM
    - MBE WAIVER: N
    - DESC: Refer to DBM BPO
  - "Post" the agency finalized purchase order. It will automatically include DBM because of ADPICS commodity approval processing. The purchase order will arrive in ADPICS Dept. 050P1, Levels 900 for DBM final posting.
  - DBM will either approve or reject with an explanation and email to the agency.
  - After DBM final approval, the agency will be responsible for printing, signing, and sending the approved purchase order to the contractor.

- **For a Purchase Order (PO) greater than \$25,000**



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- DBM's Procurement Liaison Group in the Office of Information Technology must review and approve the request before the contractor is notified by the agency of the purchase. Prior to the agency purchase order release, the following information must be provided to DBM before the purchase can be considered for approval:
    - Completed Agency Checklist;
    - A copy of the written request for quote to contractor;
    - A copy of the response, including any "no-bid" response, and/or price quote received from contractor;
    - A copy of the Manufacturer's List Price at time of quote (*this information should be agency validated with the manufacturer*) for each product;
    - A copy of the agency evaluation including calculations confirming TESSCO, Inc. met their contract discount on the purchase.
  - DBM will review requests as quickly as possible, generally within three (3) working days.
  - If approved, DBM will notify the agency that the purchase order may be issued.
  - If additional information is needed, DBM will contact the agency and review the new material promptly, generally within one (1) working day.
  - If it appears that the purchase order may not be approved, DBM will contact the agency in order to resolve any issues.
  - If the issues cannot be resolved, DBM will disapprove the ADPICS purchase order and notify the agency with the specific reason(s).
- **For a Purchase Order (PO) Less than \$25,000**
    - A purchase order that is less than \$25,000 may be issued without prior approval by DBM. The same processing steps apply, except DBM approval. Those transactions are subject to post audit by DBM. Purchase orders may not be artificially divided to reduce their value to less than \$25,000.